

## Geographic Information Systems

Category	S10034 GIS Technician (FLSA Non-Exempt)	S10035 GIS Analyst (FLSA Variable)	S10036 GIS Analyst Sr. (FLSA Exempt)	S10037 GIS Application Developer (FLSA Exempt)
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Uses existing procedures to resolve existing or routine problems</li> <li>• Design cartographic products following best practices and community standards and guidelines</li> <li>• Enter spatial data and other information into predefined databases</li> <li>• Supports current spatial systems, identifies problems with deployed systems</li> <li>• Completes unit test application changes to ensure quality of work</li> <li>• Knowledge to operate GIS hardware, such as large format plotters and GPS devices</li> </ul>	<ul style="list-style-type: none"> <li>• Performs root cause analysis and remediation in one or more applications or systems</li> <li>• Design cartographic products following best practices and community standards and guidelines</li> <li>• Develops, tests, populates and maintains spatial datasets using established standards</li> <li>• Supports current spatial systems, identifies and resolves problems with deployed systems.</li> <li>• Provides assistance for junior staff and other users of GIS systems</li> <li>• Engages with internal and external customers to understand functional requirements, and contributes to completion of functional specifications</li> <li>• Perform spatial analysis</li> <li>• Knowledge to operate GIS hardware, such as large format plotters and GPS</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively averts problems using quality standards and procedures.</li> <li>• Proactively identifies and solves unique and complex problems</li> <li>• Performs root cause analysis and remediation in one or more applications or systems</li> <li>• Design cartographic products following best practices and community standards and guidelines</li> <li>• Develops, tests, populates and maintains spatial datasets using established standards</li> <li>• Supports current spatial systems, identifies and resolves problems with deployed systems.</li> <li>• Provides direction and assistance for junior staff and other users of GIS systems</li> <li>• Engages with internal and external customers to understand functional requirements, and</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively averts problems using quality standards and procedures.</li> <li>• Proactively identifies and solves unique and complex problems</li> <li>• Fixes and develop changes to applications to meet functional and technical designs following best practices and development standards and guidelines</li> <li>• Work to analyze, debug, and resolve defects in applications</li> <li>• Supports production systems; analyzes and resolves production problems in a timely manner; resolves end user service requests as assigned</li> <li>• Completes unit and system test application changes to ensure quality of work</li> <li>• Engages with internal and external customers to understand functional</li> </ul>

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		devices	<p>contributes to completion of functional specifications</p> <ul style="list-style-type: none"> <li>• Prepares technical documentation on application specifications</li> <li>• Perform complex spatial analysis including building spatial data models</li> <li>• Knowledge to operate GIS hardware, such as large format plotters and GPS devices</li> </ul>	<p>requirements, and contributes to completion of functional specifications</p> <ul style="list-style-type: none"> <li>• Prepares technical documentation on application specifications</li> <li>• Creates deliverables according to the Software Development Lifecycle such as functional and technical specifications, use cases, test cases, and system documentation</li> <li>• Analyzes and resolves development issues in a timely manner</li> <li>• Analyzes and assists with creating reusable and enterprise level modules/applications</li> <li>• Performance tunes, reviews and recommends improvements to existing codes</li> <li>• Reviews and recommends improvements to existing architectures</li> </ul>

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Knowledge	General working knowledge of GIS systems and spatial data, database management systems, and development platforms	Considerable working knowledge of GIS systems, spatial data and database management systems and development platforms	Extensive working knowledge of GIS systems, spatial data, database management systems, and development platforms	Thorough working knowledge of programming languages, database management systems, development platforms, and systems integration, as well as general knowledge of GIS systems, spatial data and development platforms
Customer Service	Responds promptly to customer needs; takes a customer-centric approach to problem solving; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments	Responds promptly to customer needs; takes a customer-centric approach to problem solving; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments	Responds promptly to customer needs; takes a customer-centric approach to problem solving; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments; professionally manages all customer interactions and situations	Responds promptly to customer needs; takes a customer-centric approach to problem solving; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments; professionally manages all customer interactions and situations

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Continuous Improvement	Identifies opportunities for use of solutions to improve efficiency and reduce waste	Identifies opportunities for use of solutions to improve efficiency and reduce waste	Identifies opportunities for use of solutions to improve efficiency and reduce waste	Identifies opportunities and implements solutions to improve efficiency and reduce waste
Collaboration	Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things	Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things	Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things	Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things
Tactical/ Strategic Thinking	Works within guidelines of established methods; obtains, clarifies and provides information within established parameters	Works within guidelines of established methods; obtains, clarifies and provides information within established parameters	Works within guidelines of established methods; obtains, clarifies and provides information within established parameters. Creates and modifies guidelines and parameters.	Assists with initiatives in either team environments or works independently to develop solutions and processes to meet needs; identifies unique innovative approaches
Planning and Organizing	Prioritizes and plans work activities; sets goals and objectives; uses time efficiently; communicates activities and results as appropriate	Prioritizes and plans work activities; sets goals and objectives; uses time efficiently; communicates activities and results as appropriate	Prioritizes and plans work activities; sets goals and objectives; uses time efficiently; communicates activities and results as appropriate	Prioritizes and plans work activities; sets goals and objectives; uses time efficiently; communicates activities and results as appropriate
Supervision Received	Regularly provided specific instructions to complete tasks; regularly participates in reviews of assigned and completed tasks	Regularly provided specific instructions to complete tasks; regularly participates in reviews of assigned and completed tasks	Works with teams and independently with minimal guidance; regularly participates in reviews and tracking of assigned and completed tasks	Works with teams or independently, participates in reviews and tracking of assigned and completed tasks
Budgetary			Submits yearly budget request items; may initiate purchasing.	Reviews and recommends equipment, resources and software; may assist with development or preparation of department level budget; may

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				initiate purchasing
Management of Resources			May train junior resources	Identifies required resources; trains, schedules and monitors resources; may participate in hiring
Education/ Experience	Bachelor's degree (or equivalent experience) – Introductory GIS Software training	Bachelor's degree plus 2 – 4 years of GIS and analysis experience (or equivalent experience) – Intermediate GIS software training – (e.g., extensions)	Bachelor's degree plus 5 or more years of GIS and analysis experience (or equivalent experience) – Advanced GIS software training – (e.g., modeling and database integration)	Bachelor's degree plus 2-5 or more years of programming and analysis experience (or equivalent experience) – Introductory GIS Theory or basic GIS software training

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Skills/Abilities	<p>(Common)</p> <ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• Excellent interpersonal, written and oral communication skills</li> <li>• Ability to balance, prioritize and organize multiple tasks</li> <li>• Ability to work collaboratively in teams and across organizations</li> <li>• Ability to synthesize feedback and adjust plans accordingly</li> <li>• Ability to build strong relationships inside and outside the organization</li> </ul> <hr/> <p>(Specific)</p> <ul style="list-style-type: none"> <li>• Ability to develop and write basic technical documentation</li> <li>• Ability to understand the fundamental theories and process of programming languages</li> <li>• Ability to display data and create simple maps</li> <li>• Basic ability to create, modify and manipulate data</li> <li>• Basic ability to manipulate geospatial aspects of data</li> <li>• Basic ability to relate data to answer the specific spatial</li> </ul>	<p>(Common)</p> <ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• Excellent interpersonal, written and oral communication skills</li> <li>• Ability to balance, prioritize and organize multiple tasks</li> <li>• Ability to work collaboratively in teams and across organizations</li> <li>• Ability to synthesize feedback and adjust plans accordingly</li> <li>• Ability to build strong relationships inside and outside the organization</li> </ul> <hr/> <p>(Specific)</p> <ul style="list-style-type: none"> <li>• Ability to develop and write advanced technical documentation</li> <li>• Ability to understand and put into practice the advanced theories and process of programming language used in GIS</li> <li>• Ability to display data and create advanced maps</li> <li>• Ability to create, modify and</li> </ul>	<p>(Common)</p> <ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• Excellent interpersonal, written and oral communication skills</li> <li>• Demonstrated ability to balance, prioritize and organize multiple tasks</li> <li>• Demonstrated ability to work collaboratively in teams and across organizations</li> <li>• Demonstrated ability to synthesize feedback and adjust plans accordingly</li> <li>• Demonstrated ability to build strong relationships inside and outside the organization</li> </ul> <hr/> <p>(Specific)</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to develop and write advanced and complex technical documentation</li> <li>• Demonstrated ability to evaluate and test emerging technologies</li> <li>• Demonstrated ability to apply creative solutions to business</li> </ul>	<p>(Common)</p> <ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• Excellent interpersonal, written and oral communication skills</li> <li>• Demonstrated ability to balance, prioritize and organize multiple tasks</li> <li>• Demonstrated ability to work collaboratively in teams and across organizations</li> <li>• Demonstrated ability to synthesize feedback and adjust plans accordingly</li> <li>• Demonstrated ability to build strong relationships inside and outside the organization</li> </ul> <hr/> <p>(Specific)</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to develop and write advanced and complex technical documentation</li> <li>• Demonstrated ability to quickly learn and develop in</li> </ul>

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	<p>questions being asked</p> <ul style="list-style-type: none"> <li>• Ability to do basic analysis and produce simple reports</li> </ul>	<p>manipulate advanced data sets</p> <ul style="list-style-type: none"> <li>• Ability to manipulate complex geospatial aspects of data</li> <li>• Ability to relate data to answer the specific advanced spatial questions being asked</li> <li>• Ability to do advanced analysis and produce advanced reports</li> <li>• Ability to participate on teams in the development of unique GIS applications designed to meet specific user and business needs</li> </ul>	<p>problems to effectively meet business needs</p> <ul style="list-style-type: none"> <li>• Understanding and strongly demonstrated ability to use and put into practice the theories and process of a programming language used in GIS</li> <li>• Ability to display data and create advanced and highly complex maps</li> <li>• Ability to create, modify and manipulate advanced and highly complex data sets</li> <li>• Ability and understanding to manage data in a complex environment</li> <li>• Ability to manipulate highly complex geospatial aspects of GIS data</li> <li>• Ability to relate data to answer the specific advanced and highly complex spatial questions</li> <li>• Ability to do advanced and highly complex analysis and modeling to produce advanced and highly complex reports</li> <li>• Ability to participate on teams and or lead efforts to help create, support and develop unique GIS applications</li> </ul>	<p>new programming languages, APIs, and platforms</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to evaluate and test emerging technologies</li> <li>• Demonstrated ability to apply creative solutions to business problems Effectively meets business needs</li> <li>• Ability to use and put into practice the programming language(s) used in GIS</li> <li>• Ability to create applications and interfaces to display data and maps</li> <li>• Ability to create applications and interfaces to modify and manipulate data sets</li> <li>• Ability and understanding to interface with data in a complex environment</li> <li>• Ability to accommodate and account for highly complex geospatial aspects of GIS data</li> <li>• Ability to create applications and interfaces to relate data to answer the specific advanced and highly complex spatial questions</li> </ul>

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			designed to meet specific user and business needs	<ul style="list-style-type: none"> <li>• Ability to create applications and interfaces to do analysis and modeling to produce reports</li> <li>• Ability to work on a team or work independently to create, support and develop unique GIS applications designed to meet specific user and business needs</li> </ul>